

# **FIRE SAFETY RECORD AND EVACUATION PLAN**

*Please post.*

## **Check daily:**

- Evacuation plan and procedures are posted.
- Exits open freely; exits are not blocked.
- Electrical appliances are working properly.
- Electrical outlets are not overloaded.
- Extension cords are not used in place of permanent wiring.
- Fireplaces, wood burning stoves, fireplace inserts, heaters, etc., are used safely and barricaded when needed.
- Combustible rubbish is not allowed to accumulate.
- Flammable or combustible material is stored safely.

## **MONTHLY FIRE DRILL RECORD**

Month:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date:												
Time:												
Number of children:												
Length of drill:												

## **SMOKE DETECTOR**

Date detector checked (monthly):												
Date batteries replaced (annually):												

## **FIRE EXTINGUISHER RECORD**

Date extinguishers serviced (annually):												
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## **FIRE EXTINGUISHER RECORD**

***Please write your plan to evacuate children from your facility in case of fire. Use the back of this sheet if necessary.***

1. What will the person discovering the fire do?
2. How will you sound an alarm?
3. What will you do before the fire department arrives?
4. How will you make sure all persons are evacuated and accounted for?

**Provider's Name:**

**Date:**